



PROGRAM OR EVENT REQUEST

St. Francis de Sales facilities are intended for the use of parish sponsored events or events sponsored by groups associated with the parish. Our facilities are not available for private events/parties. This form is to be completed by the person who will be responsible for the event. Please submit at least two-weeks prior to event/program.

Full Legal Name _____

Phone _____

Address _____

Email _____

City, State, Zip _____

Are you associated with SFDS? Yes No

Name of Organization _____

Title and Date of Event _____

Number of Participants: _____

Will there be underage children? Yes No

Describe Event

Is this a recurring event? Yes No

Set-up Time _____ am pm

Start Time _____ am pm

End Time _____ am pm

Clean-up _____ am pm

Room/Building Requested? _____

Special Requests? _____

Email completed request to <mailto:Linda.Midwig@archbalt.org>

Or mail to SFDS
Attn: Linda Midwig
1450 Abingdon Rd.
Abingdon, MD 21009

OFFICE USE ONLY

Approved by: _____ Date: _____